

ICD-10 Setup Form

This worksheet will be used to collect necessary information for TSI to assist with your ICD-10 NextGen setup. The setup will be completed in your Test environment so that you can become comfortable with the ICD-10 related changes. Please fill out each section that applies to your practice and submit to the TSI Helpdesk upon completion either via email (helpdesk@tsihealthcare.com) or fax (888-808-6156).

Practice Name: _____ Date: _____

Person Completing This Form: _____ Email: _____

- ☐ I certify that I am authorized on behalf of my practice to complete and submit this request.
- ☐ In preparation for ICD-10 testing, TSI Healthcare will need to make a fresh copy of your TEST database. This means that anything currently in TEST would be overwritten and erased (this will NOT affect your PROD database). I give TSI Healthcare permission to move forward with overwriting TEST database. If alternate database should be used (i.e. DEMO or DEVL), please list here: _____

Client EHR Contact: _____ Email: _____

Client EPM Contact: _____ Email: _____

A. GENERAL

1. Coding Education

Training on the new ICD-10 codes and regulations should be obtained from an organization which specializes in coding education.

Please note that TSI Healthcare does not provide ICD-10 coding education. Our team is dedicated to providing platinum-level assistance through the *technical* aspects of your transition. **Practices must complete coding education before continuing with these technical aspects.**

TSI Healthcare has partnered with The American Association of Professional Coders, the national leader in coding education, to deliver the highest quality ICD-10 training in the industry. Practices can also contact their own specialty associations or whomever they typically use for coding education.

To learn more, please visit <http://tsihealthcare.com/upgradecentral/> and go to the **Phase 2: Coding Education** section. Click on "Coding Education" to read more and view the AAPC ICD-10 Course Options.

2. **Server Location** – Where are your servers located?

- ☐ TSI ASP *(If you are hosted on TSI ASP servers, please skip Question #3 and proceed to Section B EPM on Page 3)*
- ☐ In House*
- ☐ Outside Vendor* (please list): _____

**NOTE: For clients NOT hosted on TSI ASP servers, Microsoft Excel must be available on a NextGen workstation that is accessible to TSI Healthcare for performing ICD-10 setup. Please confirm with your IT vendor or 3rd party hosting company that Microsoft Excel is installed on at least one workstation.*

☐ I confirm that Microsoft Excel is available on a NextGen workstation that is accessible to TSI Healthcare for performing ICD-10 setup.

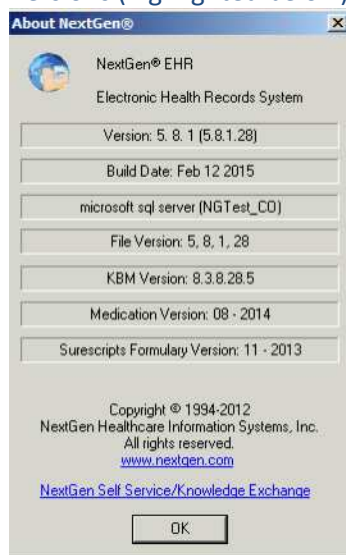
3. **NextGen Software Versions** – Please list your NextGen software versions below. *(If you are hosted on TSI ASP servers, you can skip this question and proceed to Section B EPM on Page 3.)*

Version: _____ (if Hot Fix is known, please list: _____)

KBM Version: _____

How to Identify Your NextGen Versions:

- 1) Login to NextGen EHR (if you do not have EHR, you can login to NextGen EPM)
- 2) In the top toolbar, click the Help menu, and choose “About”.
- 3) The following screen will appear. Please make note of the Version and KBM Versions (highlighted below) in the designated areas above.



B. EPM

1. **Clearinghouse** – What claims clearinghouse do you use?

- ☐ Availity* (formerly RealMed)
- ☐ Navicare
- ☐ Gateway
- ☐ Payerpath
- ☐ McKesson
- ☐ Other (please list): _____

**NOTE: If using Availity clearinghouse, you do NOT need to perform clearinghouse testing as TSI has already completed this testing on your behalf.*

2. **Clearinghouse Testing** – If using a clearinghouse other than Availity*, does your clearinghouse require you to test for ICD-10?

- ☐ N/A – We are using Availity.
- ☐ NO
- ☐ YES (If YES, has the clearinghouse provided a timeframe for testing:_____)

3. **ICD Codes on Fee Ticket** – Do you currently have ICD-9 codes on your fee ticket?

- ☐ NO
- ☐ YES (If YES, you will need to change your fee ticket for ICD-10. Please respond YES to Question #4 and proceed to Section C Fee Ticket Recommendations on Page 4 and read carefully.)

4. **Fee Ticket Changes** – Are you intending to change your fee ticket relative to ICD-10?

- ☐ NO, we are not changing our fee ticket. (If NO, please skip Pages 4-5 and proceed to Section D EHR on Page 6.)
- ☐ YES, we may be changing our fee ticket. (If YES, please proceed to Section C Fee Ticket Recommendations on Page 4 and read carefully.)

C. Fee Ticket Recommendations and Considerations

Fee Ticket Recommendations

- TSI recommends removing all ICD codes from your fee ticket to minimize future updates and costs needed to manage changes resulting from ICD-10 and future transitions.
- As an alternative to ICD codes on the fee ticket, TSI recommends creating a “Diagnosis Crosswalk” document that can be used and updated by your practice as changes occur (i.e. – a Word or Excel document that can be distributed throughout the office and changed as needed by you). This crosswalk document would list your most commonly used ICD-9 codes mapped to ICD-10 code options (see example below).

Example of a Diagnosis Crosswalk document:

ICD-9	Description ICD-9	ICD-10	Description ICD-10
729.1	Myalgia and myositis, unspecified	M79.1	Myalgia
		M79.7	Fibromyalgia
		M60.80	Other myositis, unspecified site
		M60.811	Other myositis, right shoulder
		M60.812	Other myositis, left shoulder
		M60.819	Other myositis, unspecified shoulder
		M60.821	Other myositis, right upper arm
		M60.822	Other myositis, left upper arm
		M60.829	Other myositis, unspecified upper arm
		M60.831	Other myositis, right forearm
		M60.832	Other myositis, left forearm
		M60.839	Other myositis, unspecified forearm
		M60.841	Other myositis, right hand
		M60.842	Other myositis, left hand
		M60.849	Other myositis, unspecified hand
		M60.851	Other myositis, right thigh
		M60.852	Other myositis, left thigh
		M60.859	Other myositis, unspecified thigh
		M60.861	Other myositis, right lower leg
		M60.862	Other myositis, left lower leg
		M60.869	Other myositis, unspecified lower leg
		M60.871	Other myositis, right ankle and foot
		M60.872	Other myositis, left ankle and foot
		M60.879	Other myositis, unspecified ankle and foot
		M60.88	Other myositis, other site
		M60.89	Other myositis, multiple sites
		M60.9	Myositis, unspecified
720.2	Sacroiliitis, not elsewhere classified	M46.1	Sacroiliitis, not elsewhere classified
726.90	Enthesopathy of unspecified site	M77.9	Enthesopathy, unspecified
715.91	Osteoarthritis, generalized, multiple sites	M15.0	Primary generalized (osteo)arthritis
274.9	Gout, unspecified	M10.9	Gout, unspecified
710.0	Systemic lupus erythematosus	M32.0	Drug-induced systemic lupus erythematosus

(Source: <http://www.bcbsm.com/content/dam/public/Providers/Documents/help/faqs/icd10-tipsheet-rheumatology.pdf>)

C. Fee Ticket Recommendations and Considerations (continued)

Fee Ticket Considerations

If you are considering changing your Fee Ticket to accommodate ICD-10, please keep the following things in mind:

- You have limited space on the fee ticket.
- If adding more information to your form, font size may auto-shrink.
- Fee ticket changes may be billable.
- Fee Ticket change requests must be received by **June 30, 2015** to ensure completion prior to October 1, 2015 (more information below).

Keeping the information above in mind, do you still intend to modify your fee ticket(s) for ICD-10?

☐ YES *(If YES, please follow directions below to submit your fee ticket change requests no later than **June 30, 2015**. Requests received AFTER June 30, 2015 may not be completed prior to October 1, 2015.)*

☐ NO

To submit your Fee Ticket change request:

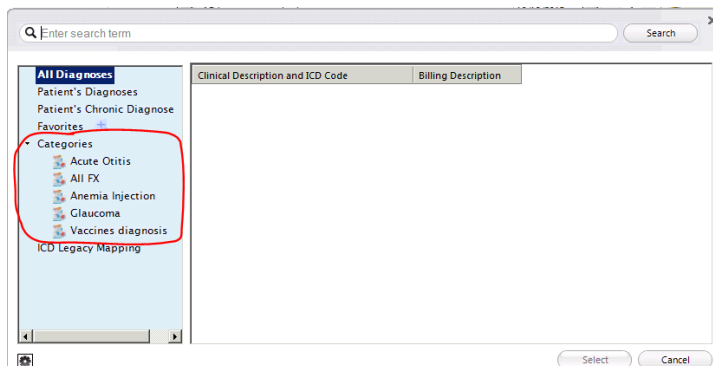
- Print two blank copies of your current fee ticket(s).
- Leave one copy unmarked.
- On the second copy, please mark changes needed and provide any supplemental information in a separate document if needed.
- Email both copies of the fee ticket (marked and unmarked) to helpdesk@tsihealthcare.com. Please title your email "ICD-10 Fee Ticket Change Request". (You can also fax the fee tickets to 919-442-0042, Attn: ICD-10 Fee Ticket Change Requests.)
- **REMINDER: All Fee Ticket change requests must be submitted by June 30, 2015 to ensure completion by October 1, 2015. Requests received AFTER June 30, 2015 may not be completed prior to October 1, 2015.**

D. EHR

1. Diagnosis Categories – Do your providers use diagnosis categories? (See screenshot.)

☐ NO

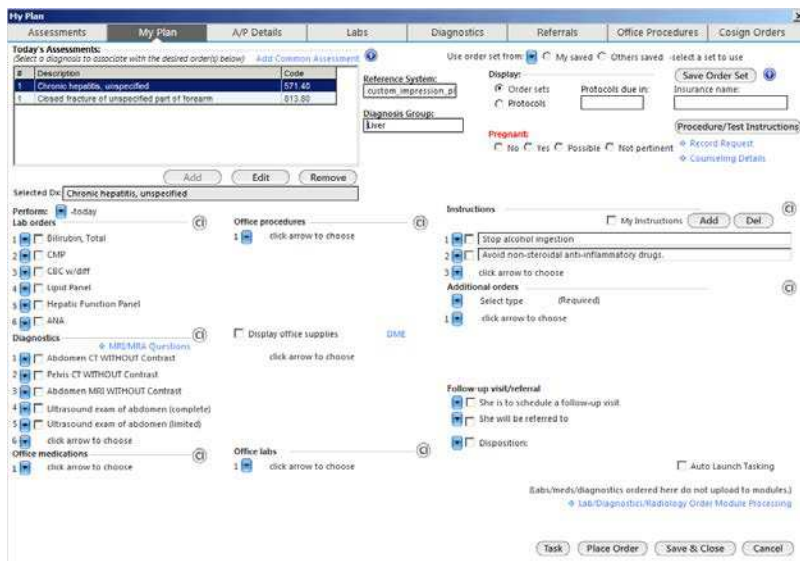
☐ YES



2. My Plan Template – Do your providers use the My Plan template? (See screenshot.)

☐ NO

☐ YES

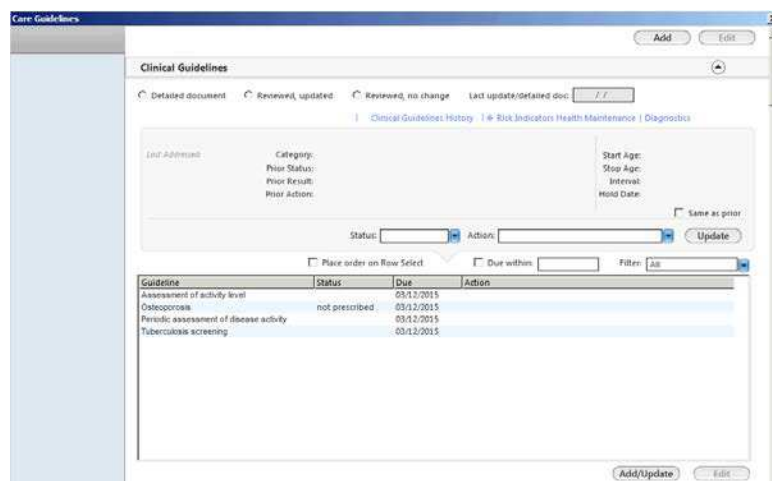


D. EHR (continued)

3. Care Guidelines/Protocols – Do you currently use Care Guidelines/Protocols? (See screenshot.)

☐ NO

☐ YES



4. Common Assessment – Do you currently use the Common Assessment template? (See screenshot below for example.)

☐ NO

☐ YES

If YES, please list all Common Assessment categories used (i.e. RHE Assessment circled in the screenshot below):



D. EHR (continued)

5. **Custom Templates with Diagnosis Codes** – Do you currently use any custom templates in which the user documents or selects a diagnosis code? (i.e. – Assessment Templates, Order Templates, Procedure/Testing Templates, etc)

☐ NO

☐ YES *(If YES, please list the template name and describe customizations below.)*

Custom Templates with Diagnosis Codes:

(Please list template name and describe customizations)

NEXT STEPS: Thank you for completing the ICD-10 Setup form for your practice. Upon receipt of your form, the TSI Healthcare ICD-10 Team will begin reviewing and contact you within ten (10) business days to provide next steps. One of these next steps is for TSI to complete ICD-10 setup in your Test environment so that you can become comfortable with the ICD-10 related changes. If you have not heard from us within ten (10) business days, please contact the TSI Helpdesk at helpdesk@tsihealthcare.com or 1-800-354-4205 to request the status of your “ICD-10 Set-up Form”.